

MICHIGAN DOMESTIC VIOLENCE PREVENTION AND TREATMENT BOARD

MEETING MINUTES November 11, 2002

***** APPROVED – February 7, 2003 *****

Members Present:

James A. Fink, Chair
Ferne Farber
Shirley Mann Gray
Michelle Hayes
Catherine Christ Lucas
The Honorable Edward Sosnick

Members Absent:

The Honorable Darnell Jackson

Staff Present:

Patsy Baker
Debi Cain, Executive Director
Michelle Bynum
Carol Hackett Garagiola
Penny Hackett-Evans

Sarah Heuser
Mary Lovik
Carri Phillips
Karen Porter
Joyce Wright

Guests:

Angelita Velasco-Gunn, MCADSV
Larry Hermen, Centerboard Associates

Welcome and Introductions

The November 11, 2002 Michigan Domestic Violence Prevention and Treatment Board (MDVPTB) meeting at the Kellogg Hotel & Conference Center, East Lansing, MI, convened at 9:30 a.m. Introductions were made and a welcome extended to guests.

BOARD CONSENT

Review of agenda, approval of September 20, 2002 Board meeting minutes, and review of draft revisions to the Executive Limitation Policy regarding Budgeting.

MOTION: C. Lucas moved to approve the November 11, 2002 agenda, meeting minutes from September 20, 2002, and proposed changes to the Budgeting policy. Seconded by S. Mann Gray. Motion carried.

CHAIR'S REPORT

J. Fink announced that J. Beougher has accepted a new position as the local FIA Director for Washtenaw and Livingston counties. There had been previous discussion of meeting with J. Beougher to further discuss melding of the FIA performance evaluation with the board's evaluation for the Executive Director, but that will now be put on hold until the position he left vacant is filled.

J. Fink asked L. Hermen to comment on a draft article he has prepared for publication in a future issue of *Board Leadership – Policy Governance In Action*. The article relates to our board's utilization of the governance model and the success we've had with this model. It is likely that the article will be published in the November/December 2002 issue.

J. Fink referenced the new FIA organizational chart and noted the changes it contains.

Executive Limitation Policies: State Policy Leadership

J. Fink reviewed two proposed changes to this policy. The first proposed change is to item #5, which would add the following language to the end of the sentence: "which have been channeled through the appropriate administrative procedures." The other proposed change would add the following sentence as a new item to the policy: "Provide feedback to FIA and other state departments and agencies on any potential legislation which has implications for victims of domestic or sexual violence." After discussion it was determined that the change proposed to item #5 regarding public stance will not be added, but the sentence regarding feedback to FIA and other state departments and agencies will be added to the policy as item #6. As a result, previous item #6 will now become #7.

MOTION: F. Farber moved to approve the changes to the policy as proposed. Seconded by C. Christ Lucas. Motion carried.

The Governance Process: Governance Commitment

The Board reviewed the policy. There were no comments.

The Governance Process: Chairperson's Role

The Board reviewed the policy. J. Fink referenced item 2.E., which addresses the board chairperson meeting with the FIA designee regarding the Executive Director's performance. He proposed a change to the sentence to reflect that the chairperson may also meet with the FIA designee in relation to achieving the board ends. A suggestion was proposed to change the wording to reflect that the chairperson is empowered by the board to meet with the FIA designee on issues consistent with board positions.

MOTION: C. Christ Lucas moved to approve the proposed language change to item 2.E. of the policy. Seconded by Shirley Mann Gray. Motion carried.

Board-Staff Relationship: Monitoring Executive Director Performance

J. Fink referenced the MDVPTB review matrix. Policy review is performed at each board meeting and allows for each policy to be reviewed over the course of a year.

MONITORING TO ASSURE ORGANIZATIONAL PERFORMANCE

Executive Limitations: Treatment of Staff, Compensation and Benefits, Financial Condition, and Contracting Process

The board reviewed these four policies. There were no comments or changes.

MOTION: F. Farber moved to approve the Treatment of Staff, Compensation and Benefits, Financial Condition, and Contracting Process reports. Seconded by M. Hayes. Motion carried.

Executive Limitations: Assurance of Quality

J. Fink commented on the peer review monitoring reports that are provided after each site visit and thanked the staff for their hard work in this endeavor. He raised a question regarding using policy governance principles where appropriate in the development and administration of state-required standards when performing peer monitoring site visits. Discussion ensued. The board has requested that an administrative policy statement be drafted for dissemination to programs. The executive response from D. Cain reflected that exploring and connecting policy governance principles specific to the state-required standards has not yet begun. However, the board wishes to reflect that she indeed has begun to meet the standards, and can now expand on their detail. Further discussion ensued. A policy will be drafted and presented at the February 2003 board meeting.

EXECUTIVE DIRECTOR'S REPORT – GENERAL OVERVIEW OF WORK TO DATE

D. Cain reported that we received three of the four discretionary grants for which we wrote. The rural grant is the one we did not receive. The new application for this is already being released and we will be re-writing for that. However, the earliest we can receive that money would be October 1, 2003. We may, consequently, have a gap in funding to our rural programs.

We received the Safe Havens grant and have an official start date of November 1, 2002. Shelia Hankins has begun employment with the MDVPTB staff and will be coordinating the grant.

The other large grant we received is the two-year Grants to Encourage Arrest. The official start date will likely be January 1, 2003. C. Hackett Garagiola provided a status update on this grant project.

The first MDVPTB E-Report was recently sent out, and the second is soon to be released.

The Dating Violence Youth Education Packet was sent out in the first week of November to all public, private, secondary and intermediate school districts in Michigan. The packet is on the MDVPTB web site and can be downloaded and copied.

Progress continues to be made on the medical reporting project. M. Lovik provided a status report. She reported the main concerns at this time are privacy of medical records and confidentiality, which will be further addressed with medical professionals.

The 25th anniversary of the board will be in 2003. J. Wright provided a brief update on ideas that are currently being considered in recognition of the anniversary. Work is currently underway to create a 25th Annual Report that will contain the accomplishments of the board over the past 25 years as well as perspectives of domestic violence and sexual assault survivors. The current plan is to have the report ready for distribution by April 2003. There will also be 25th anniversary stickers available to put on all brochures, handouts, mail sent out during the year, etc. Also, the MDVPTB letterhead will contain a byline announcing the anniversary.

Several board members have suggested a recognition or award process in celebration of the 25th anniversary. D. Cain recommended a legislative reception, at a location in the Capitol building, to welcome elected officials. The focus would be the board's 25th anniversary with tables set up for our state STOP partners to show their benchbooks, CD's, videos, etc. Packets containing information about the board will also be available. To add to the reception, it was recommended that the board distribute awards, in honor of the anniversary, recognizing individuals who have had a positive impact working in the field of domestic and sexual violence.

Another grant received is the Health and Human Services grant to run dating violence messages on screens at theaters in the Grand Rapids, Lansing, Mt. Pleasant and Adrian areas. The start date for this grant is September 1, 2002 and it will conclude on August 31, 2003. S. Heuser provided an update on the grant and reported that the messages will begin running in the spring of 2003.

D. Cain noted that at the request of the Governor, the closing out of state books for fiscal year 2002 was moved up by one month. P. Baker provided an overview of our year-end closing information and the proposed FY 2003 budget.

PUBLIC COMMENT

There was no public comment.

PROCESS EVALUATION

F. Farber said the meeting moved along very well and thanked everyone for their hard work.

E. Sosnick said the meeting went great.

M. Hayes commented on the great graphs and presentations, as well as the loyalty and passion of the staff.

S. Mann Gray commented that it was a great meeting with a wonderful team.

J. Fink said it was a good meeting and thanked everyone for being prepared.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

MOTION: Moved by F. Farber to adjourn the meeting. Seconded by Michelle Hayes. Motion carried.

Future Meeting Dates

The next MDVPTB meeting will be held on **Friday, February 7, 2003** in East Lansing.

Future meeting dates: Friday, May 16, 2003; Friday, September 26, 2003

Documents referenced in these minutes may be obtained from Carri Phillips, MDVPTB. She can be reached at (517) 335-6388.

The **WEBPAGE** for the MDVPTB is located at: http://www.michigan.gov/fia/1,1607,7-124-5460_7261---,00.html.

Respectfully submitted,
Carri Phillips